

# HEALTHY FOOD PROCEDURE

## SCOPE

This procedure applies to all staff, students and Monash University locations in Australia.

## PROCEDURE STATEMENT

This procedure outlines how Monash University (the University) will support staff and students to make healthy food choices by ensuring healthy food options are available, accessible, promoted and well-priced in food retail, catering and vending at the University.

As a leader in nutrition education and research, the University takes a best practice approach using the latest evidence, including the Victorian Government's Healthy Choices Guidelines (the [Guidelines](#)), to create a healthy food environment for its staff and students.

### 1. Classification of food and beverages

- 1.1 The University uses a traffic light system of food classification to promote understanding of, and access to, healthy food and beverage choices. The system has three categories:
  - 1.1.1 Green (best choice) – Foods and drinks in the green category are the healthiest choices. They are:
    - good sources of important nutrients;
    - lower in saturated fat, added sugar and/or salt;
    - lower in energy (kilojoules); and/or
    - higher in fibre.
  - 1.1.2 Amber (choose carefully) – Although amber items may provide some valuable nutrients they can:
    - contribute to excess energy (kilojoule) intake; and/or
    - contain moderate amounts of saturated fat, added sugar and/or salt.
  - 1.1.3 Red (limit) - Foods and drinks in the red category are not essential. If they are consumed too often, or in large amounts, they can lead to chronic diseases and poor health outcomes. In general, red choices are:
    - high in energy (kilojoules);
    - high in saturated fat, added sugar and/or salt; and/or
    - low in important nutrients such as fibre.

### 2. Healthy food retail

- 2.1 The Health and Wellbeing team works with the Leasing Team and University retailers to ensure that food and drinks offered in the University-leased food retail outlets will:
  - 2.1.1 prioritise placement of healthy food;
  - 2.1.2 promote healthy foods in store with a green 'Monash M' symbol; and
  - 2.1.3 ensure healthy food is reasonably priced.
- 2.2 Drinks offered in retail outlets will comply with the [Guidelines](#), which suggest at least 50% green drinks and less than 20% red drinks are offered for purchase.
- 2.3 The University encourages retailers to provide daily green lunch specials and promote these retailers through University owned and managed communication channels.

- 2.4 The University promotes healthy food and drinks through Monash owned and managed communication channels. The University does not promote red food and drinks.

### 3. Healthy vending

- 3.1 Vending machines at the University must comply with the [Guidelines](#), which suggest at least 50% green products and less than 20% red products are available in all campus vending, regardless of provider.
- 3.2 Healthy choices must not be priced higher than unhealthy alternatives in vending.

### 4. Healthy catering

- 4.1 The University supports on-campus caterers to provide healthy catering options, comply with the [Guidelines](#) and promote the healthy choices catering menus and their caterers to staff. These menus will be reviewed and updated with retailer cooperation yearly.
- 4.2 Any catering contracts entered into by the University will include clauses promoting healthy catering in accordance with the [Guidelines](#).
- 4.3 Where the University funds catering, all efforts will be made to ensure the majority of food offered is healthy.

### 5. Events and fundraising

- 5.1 Healthy food and drink options will be made available at events hosted by the University where food and drinks are served.
- 5.2 Staff should refuse any request by an external party to place confectionary-based fundraising products, such as chocolates or lollies, on University premises.
- 5.2.1 This does not apply to fundraising efforts organised by staff in their personal capacity, such as a fundraiser for their child's kindergarten.

### 6. Evaluation and reporting

- 6.1 Compliance audits will be conducted twice-yearly and at random to assess compliance with the Guidelines in food retail, vending and catering. Outcomes of these audits will be reported back to the vendor and non-compliance dealt with according to the leasing agreement.
- 6.2 All new leases will reflect the Healthy Eating Procedure with specific compliance measures relevant to each clause incorporated into the lease agreement or contract.

## DEFINITIONS

Nutritional Classification	The classification of foods and drinks are based on the Victorian Department of Health and Human Services Healthy Choices Guidelines <a href="#">Healthy choices: food and drink classification guide</a>
SSB	Sugar sweetened beverages (soft drinks, sports drinks, caffeinated energy drinks, cordials)
Food	Food in this procedure is used for food and drinks
Vending	The supply and sale of food and drinks in vending machines
Vendor	Business, as service provider to the University – food retailers, vending businesses, catering businesses
Retailer	Food retail business operating in a Monash University owned retail space

## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting schedules	None
Associated procedures	<a href="#">Real Estate Transactions Procedure</a>
Legislation mandating compliance	N/A
Category	Operational
Approval	Office of the Chief Operating Officer and Senior Vice-President (a delegate of the President and Vice-Chancellor) 17 November 2020
Endorsement	Monash University OHS Committee 1 December 2020
Procedure owner	Manager, Wellbeing
Date effective	December 2020
Review date	2023
Version	2.1
Content enquiries	wellbeing@monash.edu

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	August 2015	Healthy Eating Procedure v.1
1.1	August 2016	Changed due dates in sections 5.1 and 5.2 to reflect delay in implementation
2.0	December 2020	Substantial revisions to the document reflecting the maturation of Healthy Eating at Monash since the first Procedure was drafted in 2015. The inclusion of 'best practice' in addition to the Victorian Government's Healthy Choices Guidelines, reflecting Monash University's academic expertise in Healthy Eating and the removal of key dates for implementation.
2.1	July 2021	Updated OHS Policy under 'Parent Policy' to OHS&W Policy